

## Supplemental Instructions for Preparation of the Centers for Population Health and Health Disparities Application

These supplemental instructions for preparation of the CPHHD application cover aspects of grant preparation that are not addressed by, or that supplant the PHS 398 instructions. Continue to check the website (<http://cancercontrol.cancer.gov/populationhealthcenters>), for additions or corrections, in addition to a Frequently Asked Questions Page.

### Face Page

Use the Face Page of the PHS 398 form for the CPHHD application as a whole. This is Page 1 of the application. On item 2, check “YES”, and Centers for Population Health and Health Disparities RFA # ES-02-009 . Where human subjects and animal subjects approvals are requested, type “see page \_\_\_ for summary”. These summary instructions are provided below.

### Description, Performance Sites and Personnel Page

Write a Description that provides the theme and aims of the project as a whole, enumerates and briefly describes the individual components, and outlines the interdisciplinary strategy for the CPHHD. Performance Sites and Personnel (all Sites and all Key Personnel in the CPHHD) are to be entered as described in the PHS 398 instructions. Use extension pages as necessary.

### Table of Contents Page for the CPHHD application as a whole

Use **Attachment 1** as the Table of Contents for the entire CPHHD, which shows the order of all forms and subsections. Number pages sequentially through the entire application. Use **Attachment 2** as the Table of Contents page for the individual Research Project Plans and **Attachment 3** for Cores, and Pilot Projects.

### Human Subjects protocol summary

Refer to PHS 398. IRBs are a “Just in Time” item and need not be included in the application. If the application is successful, the applicant will be asked to provide all of the “Just in Time” items during the award process.

### Animal Subjects protocol summary

Refer to PHS 398. Provide a list summarizing the IACUC status of all research project plans, cores and pilot projects. You will also need to include IACUC approval at the time of submission of the application or within 60 days.

### Detailed Budget for Initial Budget Period (DD)

Include this page in the front section of the CPHHD application. This page is a summation of all project costs in the first year of funding. The CPHHD P.I. should show his or her percent effort and salary information where appropriate in the individual research project plans, cores, and pilot projects. Total effort should be listed on this form as well.

### Budget for Entire Proposed Project Period (EE)

Provide aggregate figures that encompass all Research Project Plans, Cores, and Pilot Projects across all project years. Also, provide budget Justification information here if it relates to the Center as a whole. This form should also be used in the Individual Research Project Plans, Cores and Pilot Projects.

Consolidated Direct Costs for First Year of Requested Support - Use **Attachment 4** for the overall CPHHD budget, across all Research Project Plans, Cores and Pilot Projects. Note that standard 398 budget pages and justifications of budget items and personnel should be embedded within the individual sections, as outlined in the PHS 398 application packet.

Percent Distribution of Professional effort on this application - Use **Attachment 5**.

Percent Distribution of Core Resources – Use **Attachment 6**.

Gender and Minority Inclusion - Use **Attachment 7**.

### Biographical Sketch

As described in the PHS 398, include the CPHHD Principal Investigator's Biosketch first and then list Biographical Sketches for all other P.I.s and key personnel in alphabetical order.

### Other Support

Information on Other Support is "Just in Time" and need NOT be submitted with the application. This information is required, however, for all applications that are to receive grant awards. NIH will request complete and up to date "Other Support" information from applicants at an appropriate time after peer review. The Institute's scientific program and grants management staff will review this information prior to award.

### Resources

This page relates to the CPHHD as a whole, including off-site collaborative facilities. Use extension pages if necessary.

### **Research Plan of the CPHHD as a whole**

#### Introduction and overview of the entire CPHHD application.

This section should not exceed five pages, exclusive of literature references.

Sub-sections of the overview should include:

- ♦ Specific Aims of the CPHHD, including brief descriptions of each Center component including Core(s)). Include here a brief overview of the interdisciplinary strategy with regard to interactions and collaborations.
- ♦ Setting and Facilities, including a statement of institutional commitment (this does not supplant the Resources form). Describe here how the institution will make the CPHHD an area of high priority. If the CPHHD is being submitted from an institution already designated as an NCI clinical or comprehensive center, clearly delineate the relationship of the CPHHD (P50) to the cancer center (P30).
- ♦ Proposed animal models and species, and/or proposed use of human volunteers (e.g., patient populations, epidemiological samples)
- ♦ CPHHD organization and administration, including a brief description of the Principal Investigator and other Scientific Leadership.
- ♦ Applications are strongly discouraged from naming individual members of "advisory committees" or "scientific boards" until the time the application has been funded.

Detailed Description of the Interdisciplinary Collaboration. Explain how all of the projects fit together across disciplines to promote synergy and syntheses. This section also should identify creative strategies to foster intra- and inter-center collaborations of a formal and informal nature to identify and address overarching scientific and methodological issues. The NIH is especially interested in opportunities to engage arts and sciences university faculties and schools of public health in collaboration with medical schools, or cancer center faculty. Budget pages and other 398 forms should be included in this section *if relevant*. **Five page limit, exclusive of forms and literature references.**

### Individual Research Projects and Cores

There is required at minimum three research projects concurrently active in any given year of the CPHHD. It is not necessary, however, for all projects in the CPHHD to span the 5-year period. Three (3) research projects, including the CBPR project, must be concurrently active for a minimum of 3 years during the five year award period. Of the 3 required research projects, the CBPR project and a second project must each be active for the 5 year period. The third required research project may be shorter, but must run at least 3 years. Beyond the 3 required projects, other projects may be proposed to run any length of time and may start in any year. Please note that ALL research projects, even if they do not begin in Year 1, must be proposed and described in the original CPHHD application. Although a detailed description of the interdisciplinary collaboration (above) will describe the overall interdisciplinary collaboration across all of the CPHHD's projects and cores, it would be helpful within each Project Plan, Core and Pilot Project to describe its integration with the entire CPHHD.

Each Research Project Plan of the CPHHD should be written as a separate and contained PHS 398 application. Do not, however, use the face page of the 398 package for the title page of the individual Research Project Plans or Cores. Use the title page format provided in Attachments 2 and 3. Otherwise, use all of the required 398 budget and

other forms and sections for each individual research project plan. Each Research Project Plan is limited to **25 pages**. The page limit refers to the Specific Aims, Background and Significance, Preliminary Studies, and Research Design and Methods sections. Refer to the PHS 398 instructions for guidance regarding inclusion of children in research protocols.

Similarly, each Core of shared administrative, clinical, statistical, training or other resources and activities (e.g.,) should be written as a separate 398 application, again using the title page format provided in **Attachment 2**, followed by the 398 forms and sections as appropriate. The Core sections need not conform exactly to the layout of the Research Project Plans (for example, a research design and methods section may be inappropriate for a Core description). Try to follow the table of contents outline, but if a section category is not applicable, type a dash “-” in the page number column in the table of contents page. Each Core description is limited to **10 pages, exclusive of forms and literature references**.

#### Pilot Research Selection Process

A CPHHD should use pilot funds to stimulate projects that take maximum advantage of new research opportunities by carrying out developmental research that will facilitate new collaborations and the opportunity to pursue challenging ideas. Such projects may be collaborative among scientists within one or more CPHHDs, or with scientists outside the CPHHD environment. There is no limit to the number of pilot projects that can be proposed, nor is there a budgetary cap for each or all of the pilots, apart from the budgetary cap for the entire CPHHD. The CPHHD application should propose **an institutional review process** (do not exceed 10 pages total) for future pilot projects (i.e., those that are not included in the initial CPHHD review) which represent the most innovative and interdisciplinary research ideas, and which are likely to have the greatest impact on reducing the burden of cancer and its consequences. Future Pilot projects should be able to be submitted by investigators both inside and outside of the CPHHD team. The application should also include examples of **up to two** pilot projects. Each example should not exceed **2 pages, to be included as part of the total ten pages allowed for the entire pilot selection process**. Checklist – Use one for the entire CPHHD application. This is the last page of the application.

#### Appendix

*Appendix materials are to be limited to documentation in support of community – based participatory research projects.* All other appendix materials are disallowed and will not be accepted. Following submission of the proposal, the Scientific Review Administrator may allow a P.I. other materials but only with the SRA’s permission. If such permission is granted (and only if) by the SRA, these materials are to be sent directly to the SRA.

#### Attachments

Attachment 1:	Table of Contents for CPHHD application as a whole
Attachment 2 &3:	Table of Contents page for individual Research Project Plans, Cores, and Pilot Projects
Attachments 4-6:	Tables for consolidated budget and demographic information across CPHHD components
Attachment 7:	Sample Title page format for individual Research Project Plans, Cores, and Pilot Projects